

## Local Records Retention Schedules

Missouri Revised Statutes Chapter 109 (Public and Business Records) Section 255 authorizes the Local Records Board to establish minimum retention periods for the administrative, fiscal and legal records created by local governments.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules.

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August 2009

## Public School Records Retention Schedule

See also the [General Records Retention Schedule](#).

### Using this Records Retention Schedule

Everyday local government offices throughout Missouri produce records that document the rights of citizens, the actions of the government that serves them and the history of the community in which they live. It is the responsibility of local government to effectively maintain and manage these records and to ensure the continued preservation of those records of essential evidence that have enduring and permanent value.

The introduction to this retention schedule provides local government officials with basic information on records and the application of retention schedules.

### What is a Record?

A "**record**" is defined as any "document, book, paper, photograph, map, sound recording or other material, regardless of physical form or characteristics, made or received pursuant to law or in connection with the transaction of official business" (109.210(5) RSMo). This definition includes those records created, used and maintained in electronic form.

### Non-Records

Even though records include a broad spectrum of recorded information, not all recorded information is a record. According to Section 109.210(5) RSMo, the following are not records: "...Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of records..."

Other examples of non-records include the following materials:

- Identical copies of documents maintained in the same file.
- Extra copies of printed or processed materials (official copies of which are retained by the office of record).
- Superseded manuals and other directives (maintained outside the office of record).
- Materials documenting employee fringe activities (blood donors, charitable funds, social and professional meetings, etc.)
- Work papers and drafts of reports or correspondence. Transcribed stenographic materials.
- Blank forms.

- Materials received from other activities that require no action (official copies of which are retained by the office of record).
- Catalogs, trade journals and other publications or papers received from government agencies, commercial firms or private institutions that require no action and are not part of an action case record.

Non-records do not require retention scheduling or destruction authorization or reporting. To control excessive accumulation, it is necessary to keep only current, useful materials and to destroy non-records immediately after needs have been satisfied. Avoid filing non-record material with records.

### **The Value of Local Government Records**

Some records, because of their enduring administrative, fiscal, legal or historical value, should be permanently retained. These records require that special care and consideration be given to their storage conditions and the feasibility of preservation microfilming. Examples of permanent records include year-end reports; minutes; property records such as deeds; and birth, death and marriage records.

Most records do not have values that warrant their permanent preservation. Those records with short-term value should, upon reaching end of the retention period, be destroyed.

### **Statutory Authority for Establishing Records Retention Requirements**

In 1965, the Missouri General Assembly established a State Records Commission to approve retentions for records produced by state agencies. In 1972, Missouri's Business and Public Records Law (Chapter 109) was expanded to include local government. Thus, the Missouri Local Records Board was established to set retention times for local government records. The 16-member board, chaired by the Secretary of State, consists of local government officials from all classes of counties and cities, elementary and secondary education, higher education and a person active in historical society groups.

Supplemental to the Local Records Board, the Records Management and Archives Service of the Secretary of State's office provides assistance to local governments and implements board policy.

### **Application of the Records Retention Schedule**

This schedule establishes minimum retention periods and authorizes dispositions for many of the administrative, fiscal and legal records common to most local governments. Retention periods are based upon federal and state mandates, record surveys, business needs, and general knowledge as to how long records should be kept. Using the schedule as a guide and without seeking further approval from the Local Records Board, any local government may regularly dispose of any of its records that appear on this schedule. The schedule is subject to the following exceptions and limitations:

- A. Local government offices may retain any of their records beyond the retention periods set by the schedule, as they deem necessary. The schedule establishes only a minimum period of retention. Before retaining a record longer than the minimum time required, however, the office should be certain that it has good reason to do so. Unnecessary retention of records can be expensive in space and filing equipment and may expose the office to costly litigation and discovery requirements.
- B. This schedule does not relieve local governments of retention requirements mandated by other state and federal statutes and regulations. When such an obligation does exist, then the longer retention period takes precedence.
- C. This schedule generally reflects audit requirements in its prescribed retention periods, but audits are not always completed in a timely fashion. Therefore, any record required for an

audit must be retained until completion of that audit, regardless of its stated retention period in the schedule.

- D. This schedule does not authorize destruction of records that could be deemed relevant to current or pending litigation.

Retention and disposition of records that are common to many offices are included in the General Schedule. Records unique to particular offices are addressed in individual office schedules. All schedules are available on the Secretary of State's website at

<http://www.sos.mo.gov/archives/localrecs/schedules>.

### **Destruction of Records**

The records classification and retention periods in this manual constitute legal authority for retention and disposal of official records. No records can be destroyed until they meet the minimum retention period listed in this manual. In cases where there is no schedule for a particular record series, the Local Records Board must grant permission for the destruction.

The disposition of records should be recorded in a document such as the minutes of the city council or other legally constituted authority that has permanent record status. The record should include the description and quantity of each record series disposed of, manner of destruction, inclusive dates covered and the date on which destruction was accomplished.

The retention schedule does not prescribe the method of destruction (shredding, burning, landfills, etc.), however, record series with a disposition of *Destroy securely* contain confidential data. These records should be destroyed under the supervision of a competent person(s) designated (or appointed) to ensure that no records fall into unauthorized hands and that the data cannot be reconstructed.

### **Preservation of Permanent Records**

A fundamental, yet often neglected obligation of local government is to care for its permanent records-in this case, some of the records that it generates and receives. The records that have been identified as permanent require special handling and storage if they are to be preserved. The continuous interaction between a record's medium-paper, magnetic tape, film, etc. -and the quality of the environment in which it is kept-temperature, humidity, light, and air-determines the severity and rate of its deterioration.

By microfilming older, deteriorating, but permanently valuable records, local governments can generate durable copies for research and prevent further damage or deterioration of the original. When filmed, processed, and maintained to archival specifications, the master negative will ensure that permanently valuable records are preserved for generations to come.

*The Missouri Local Records Grant program can provide financial assistance in the form of grants-in-aid to supplement local funds for preservation initiatives, such as archival supplies, shelving and preservation microfilming.*

### **A Note about Electronic Records**

Permanent records existing solely in electronic form are in danger of becoming inaccessible through media decay and hardware/software obsolescence. Periodic migration and transfer of permanent records to stable preservation media, such as microfilm, should be considered as a best practice for local government to fulfill its statutory responsibility to maintain permanent records.

### **A Note about Retention Periods**

This schedule provides minimum retentions. Local authorities may choose to keep a particular series or record for a longer period of time. It should be kept in mind, however, that a record kept beyond its listed retention must be made available for inspection upon request.

### **Retention Definitions:**

**COA=Completion of Audit.** Note that COA is coupled with a lot of 5-year entries to help encourage regular audits. Not all jurisdictions are required to have audits by statute. Audits for some municipalities are governed by the level of federal financing for bonds and public improvements, and thus are governed by federal retentions. Most municipalities are governed by their local authority (alderman, council, mayor, etc.) for auditing policy. Local jurisdictions may consult RSMo 29 to review the State Auditor's chapter for petition audits (see RSMo 250 for large capital projects such as bonds for water and sewer). For general auditing explanations and advice we recommend that clerks contact the State Auditor's office at 573.751.4213.

**DCA=Destroy in Current Area/Reference.** Series with these retentions are considered "reference" records and may be destroyed when they are no longer of use.

### **Modifications and Additions**

Because records reflect activities that are constantly changing, the retention requirements for them sometimes require revision as well. Consequently, records retention and disposition schedules often need modification or additions in order to be realistic and effective. Furthermore, because local governments are so large, it is impractical to consult with every office regarding specific schedule entries. There may be some retention periods and disposition requirements within this schedule that fail to account for all relevant factors and there may be some important record series not addressed here which need to be added. The Local Records Program welcomes all comments and suggestions concerned with improvement of record retention schedules through modifications and additions.

**For further information on any records management or preservation issue, please contact:**

Missouri Secretary of State  
Local Records Preservation Program  
PO Box 1747, Jefferson City, MO 65101-1747  
Telephone: (573) 751-9047  
Fax: (573) 526-3867

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## Public School Records Retention Schedule

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See also the [General Records Retention Schedule](#).

### Administration

#### SCH001

#### Annual Secretary of the Board of Education Report

*Also Called:*

ASBR

*Function:*

Financial record of the district's receipts and disbursements for the fiscal year

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

#### SCH002

#### Boundary, topographic, right-of-way and utility easement change records

*Also Called:*

*Function:*

*Content:*

Notices to school district from Board of Arbitration as to proposed change, petitions for changes

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

#### SCH003

#### District Reorganization Records

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

#### SCH004

#### Missouri School Improvement Program Report

*Also Called:*

MSIP; Final Report; State Board of Education Summary; Notice of Classification

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

**SCH005****Post High School Status Reports***Also Called:*

1 year follow-up; 5 year follow-up

*Function:**Content:**Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:**Approval Date:***SCH006****Written Curriculum Guide***Also Called:**Function:**Content:**Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:**Approval Date:***SCH007****School Improvement Plan***Also Called:**Function:**Content:**Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:**Approval Date:***SCH008****MSIP Supporting Documentation***Also Called:*

Data Files

*Function:**Content:**Retention:*

1 year after completion of cycle

*Disposition:*

Destroy

*Note:**Approval Date:***SCH009****Property Titles, Abstracts, Deeds, Easements***Also Called:**Function:**Content:**Retention:*

Permanent

*Disposition:*

Archive

*Note:**Approval Date:*

**SCH010****Core Data--Source Documents***Also Called:**Function:**Content:**Retention:*

5 years or as otherwise indicated

*Disposition:*

Destroy

*Note:*

The Missouri Department of Elementary and Secondary Education (DESE) maintains an historical copy of data submitted electronically as part of the Core Data Collection System. Although district staff members are encouraged to maintain copies as appropriate for immediate local use, permanent copies of these data submitted by the district are maintained by DESE and are therefore not required to be maintained by local school districts

*Approval Date:***SCH011****Application for Summer School Approval***Also Called:**Function:**Content:**Retention:*

5 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH012****Multiple Consortium Coops Legal, Technical, Special Ed., Professional Development***Also Called:**Function:**Content:**Retention:*

5 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH013****Local Reports***Also Called:*

Membership Apportionment Data Report; Annual Report of the County Clerk to the State Board of Education; Principal's Monthly Report to Superintendent; School Calendar of Events; Distribution of Teaching Workload Ledger; Daily Bulletins

*Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:*

## Adult Education

### **SCH014**

#### **Class and Grade Reports for Individual Students**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH015**

#### **Application to State for Reimbursement**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH016**

#### **Employment and Training Record of Students Follow-up**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

## Buildings and Grounds

### **SCH017**

#### **Surveys and Plot Plans Pertaining to School Real Estate**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH018**

#### **Blueprints, Specifications and Shop Drawings**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH019**

#### **Americans with Disabilities Act Plan**

*Also Called:*

ADA Plan

*Function:*

*Content:*

*Retention:*

3 years, or until superseded; review for historical purposes

*Disposition:*

*Note:*

*Approval Date:*

### **SCH020**

#### **Federal Environmental Reports**

*Also Called:*

*Function:*

*Content:*

Reports on asbestos, lead, radon, etc

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

Assess reports for additional reported studies that may be short term and ask the Local Records Board for a ruling

*Approval Date:*

### **SCH021**

#### **Building Key Schedule**

*Also Called:*

*Function:*

List of keys and holders

*Content:*

*Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH022****District-wide Inventory of Equipment***Also Called:**Function:**Content:**Retention:*

Permanent and update

*Disposition:**Note:**Approval Date:***SCH023****Application for Use of School Premises***Also Called:**Function:**Content:**Retention:*

2 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH024****Vehicle Maintenance and Warrant Records***Also Called:**Function:**Content:**Retention:*

Life of the vehicle

*Disposition:**Note:**Approval Date:***SCH025****Maintenance Records for Each School Building***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:**Note:**Approval Date:*

## Business Affairs

### **SCH026**

#### **Assessed Valuation Certification**

*Also Called:*

*Function:*

*Content:*

*Retention:* Permanent

*Disposition:* Archive

*Note:*

*Approval Date:*

### **SCH027**

#### **Bound Book Generated by Bond Counsel**

*Also Called:*

*Function:*

*Content:*

*Retention:* Permanent

*Disposition:* Archive

*Note:*

*Approval Date:*

### **SCH028**

#### **Sales Tax Exemption Letters**

*Also Called:*

*Function:*

*Content:*

*Retention:* Retain until superseded

*Disposition:*

*Note:*

*Approval Date:*

### **SCH029**

#### **Tax Exemption Certificate**

*Also Called:*

*Function:*

*Content:*

*Retention:* Retain until superseded

*Disposition:*

*Note:*

*Approval Date:*

### **SCH030**

#### **Official Budget Document**

*Also Called:*

*Function:*

*Content:*

*Retention:* 5 Years

*Disposition:* Destroy

*Note:*

*Approval Date:*

**SCH031****Investment Records***Also Called:**Function:**Content:*

Correspondence; checks of investment with receipts; amount available to invest

*Retention:*

5 Years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH032****Surety Bonds***Also Called:**Function:**Content:**Retention:*

Completion of Audit + 5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH033****Individual Payroll Cards***Also Called:**Function:**Content:**Retention:*

Completion of Audit + 2 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH034****Payroll Ledgers***Also Called:*

Current Payroll

*Function:**Content:**Retention:*

Completion of Audit + 2 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH035****Certification of Property Tax Rates***Also Called:**Function:**Content:**Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH036****Estimate of Required Local Taxes***Also Called:**Function:**Content:**Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:**Approval Date:*

## Federal Programs

### SCH037

#### Title I

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH038

#### Title II

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH039

#### Title II-D e-MINTS Grant (competitive)

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH040

#### Title III

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH041

#### Title IV

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH042****Title V***Also Called:**Function:**Content:**Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH043****Federal Discretionary Grant Programs***Also Called:**Function:**Content:**Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH044****Federal Impact-aid P.L. 815 & P.L. 874***Also Called:**Function:**Content:**Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH173****Medicaid Records/Payments***Also Called:**Function:**Content:**Retention:*

3 years after program year

*Disposition:*

Destroy

*Note:**Approval Date:*

## Food Services

### **SCH045**

#### **Food Application Agreements**

*Also Called:*

National School Lunch; Food Distribution; Special Milk; School Breakfast Program

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH046**

#### **Application for Free or Reduced Price Meals**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH047**

#### **Lunch, Milk, and Breakfast Claim for Reimbursement**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH048**

#### **December 31 Commodity Inventory**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

Food Management Company Schools Only

*Approval Date:*

### **SCH049**

#### **Cafeteria Records and Reports**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH050****Cafeteria Register Tapes***Also Called:**Function:**Content:**Retention:*

3 years

*Disposition:*

Destroy

*Note:**Approval Date:*

## Health Records

### **SCH051**

### **Student Cumulative Health Record**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH052**

### **Immunization Records**

*Also Called:*

Immunization Record; Immunization Exemption; Medical Exemption; Religious

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 25, 2009

### **SCH053**

### **Immunization--In Progress**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Until next dose is due; destroy when temporary exemption status has passed

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 25, 2009

### **SCH054**

### **Emergency Card**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Update Annually

*Disposition:*

*Note:*

*Approval Date:*

### **SCH055**

### **Clinic Record**

*Also Called:*

Nursing Documentation

*Function:*

*Content:*

Individual documentation of each clinic visit/assessment/care provided

*Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:*

*Approval Date:*

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**SCH056****Medication Record***Also Called:**Function:**Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:***SCH057****Medication Consents***Also Called:**Function:*

Permissions granted by parent/guardian/physician

*Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:***SCH058****Treatment Records***Also Called:*

Asthma peak flow records; seizure logs; cauterization records; G-tube feeding record

*Function:**Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:***SCH059****Physician Orders for Specialized Treatments/Procedures***Also Called:**Function:**Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:***SCH060****Consents for Specialized Treatments/Procedures***Also Called:**Function:*

Permissions granted by parent/guardian/physician

*Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH061***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Health Care Plans**

Summary of the nursing plan of care for a student with special health needs

1 year

Destroy

Evaluate annually--may be a part of the Individual Education Plan--IEP

**SCH062***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Head Injury Note**

1 year

Destroy

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH063***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Daily Clinic Log**

List of all students seen on any given day

1 year

Destroy

This record is not considered to be adequate to document individualized care. Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

**SCH064***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Behavioral Assessment Tool**

To assess drug/alcohol use

Until student reaches age 23

Destroy

**SCH065***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Accident Reports**

Until student reaches age 23

Destroy

Physician releases to return to school/sports participation or to be excluded from such

**SCH066****Child Abuse/Neglect Documentation***Also Called:**Function:**Content:*

Notes, graphics, etc.

*Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:**Approval Date:***SCH067****Screening Reports of Medical Professionals***Also Called:**Function:**Content:**Retention:*

1 Year

*Disposition:*

Destroy

*Note:*

Need only be kept for the current year if the information contained within the document has been summarized and recorded onto the individual clinic record or onto the cumulative health record

*Approval Date:***SCH068****Incident Reports***Also Called:**Function:**Content:*

May document internal concerns such as facility safety issues, and medication administration errors

*Retention:**Disposition:**Note:*

Should be stored in file separate from student records

*Approval Date:*

## Instruction

### **SCH069**

#### **District Test Scores**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### **SCH070**

#### **Textbook Inventory**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH071**

#### **Teacher's grade book**

*Also Called:*

*Function:*

*Content:*

*Retention:*

2 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH072**

#### **Application for Approval for Matching Federal Funds to Train Driver Education Teachers**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH073**

#### **Application for Federal Matching Funds to Purchase Driver Education Simulation Equipment**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH074****Counselor Records**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH075****Teacher Plans, Programs, Recommendations**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:*

*Approval Date:*

## Personnel

### SCH076

#### Certified and Non-certified Personnel Annual Retirement Information

*Also Called:*

*Function:*

*Content:*

*Retention:* 75 years

*Disposition:* Archive

*Note:*

*Approval Date:*

### SCH077

#### Personnel File

*Also Called:*

Certified Personnel File; Non-certified Personnel File

*Function:*

*Content:* Date Hired; Certificate (if certified); Work Assignments; Social Security Records; Retirement Records

*Retention:* 75 years

*Disposition:* Archive

*Note:*

*Approval Date:*

### SCH078

#### Employee Background Checks

*Also Called:*

*Function:*

*Content:*

*Retention:* Reference

*Disposition:* Destroy

*Note:*

*Approval Date:*

### SCH079

#### Employment Contracts

*Also Called:*

*Function:*

*Content:*

*Retention:* Expiration + 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### SCH080

#### Summative Evaluations

*Also Called:*

*Function:*

*Content:*

*Retention:* 5 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

**SCH081****State/Federal Income Tax Quarterly Reports***Also Called:*

Monthly State Tax Reports; W-2s

*Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH082****Employee Directory***Also Called:**Function:**Content:**Retention:*

Permanent

*Disposition:*

Archive

*Note:**Approval Date:***SCH083****Substitute Teacher Record***Also Called:**Function:**Content:**Retention:*

3 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH084****Statement of Intention to Employ a Minor***Also Called:*

Certificate to Employ a Minor; Certificate of Age for Employment of Minors

*Function:**Content:**Retention:*

5 years + audit

*Disposition:*

Destroy

*Note:**Approval Date:***SCH085****Payroll Records***Also Called:*

Sick Leave; Overtime; Leave of Absence Exceptions

*Function:**Content:**Retention:*

3 years

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH086***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Non-certified Personnel Time Sheets**

Daily Time Sheets; Monthly Time Sheets

3 years

Destroy

## Special Education

### **SCH087**

#### **Annual Report of Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:* 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH088**

#### **Application for Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:* 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH089**

#### **Remedial Speech and Hearing Class Applications**

*Also Called:*

*Function:*

*Content:*

*Retention:* 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH090**

#### **Applications for Home Teaching for Home-bound Instruction**

*Also Called:*

*Function:*

*Content:*

*Retention:* 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH091**

#### **Applications Report of Exceptional Pupil Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:* 3 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

**SCH092****Individuals with Disabilities Education Act (IDEA) Entitlement Grants***Also Called:**Function:**Content:**Retention:* 3 years*Disposition:* Destroy*Note:**Approval Date:***SCH093****619 Early Childhood Special Education Grants***Also Called:**Function:**Content:**Retention:* 3 years*Disposition:* Destroy*Note:**Approval Date:***SCH094****Medicaid Records/Payments***Also Called:**Function:**Content:**Retention:* 6 years*Disposition:* Destroy*Note:**Approval Date:***SCH095****Special Education--Pupil Listings, test scores***Also Called:**Function:**Content:**Retention:* 3 years*Disposition:* Destroy*Note:**Approval Date:***SCH096****Test Protocols***Also Called:**Function:**Content:**Retention:* 3 years*Disposition:* Destroy*Note:**Approval Date:*

**SCH097***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Title Programs**

Chapter Programs; Individuals with Disabilities Education Act Data

Record of Access Form; Documentation of Screening; Program Modifications; Evaluations Plans; Notice and/or Consent forms for Evaluation; Diagnostic Summaries; Individualized Education Programs (IEPs); Notice and/or Consent Forms Placement and Documentation of the Provisions of Appropriate Procedural Safeguards. This is subject to requirements of the State Compliance Plan for Part B.

Subject to Federal Requirements

These Special Education records are independent of the student cumulative record and are not permanent records.

**SCH098***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Individuals with Disabilities Education Act (IDEA)**

Subject to Federal Requirements

Under federal requirements, IDEA demands that destruction of records will not take place until 3 years past the time the child no longer receives IDEA services which is in most cases 3 years past graduation. However, even if the destruction is not occurring until after the 3 year minimum guideline, the school district must attempt to notify the parents or eligible student. Consult with DESE, Special Education for the most current federal regulations

**SCH099***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Local Compliance Plan**

Retain until superseded

Destroy

**SCH100***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Monitoring Documentation**

Retain until superseded

Destroy

## State Programs

### **SCH101**

#### **Missouri Assessment Program (MAP) test results**

*Also Called:*

*Function:*

*Content:*

*Retention:*

Individual Student, see student cumulative record; Building/District, retain until superseded

*Disposition:*

*Note:*

*Approval Date:*

### **SCH102**

#### **At Risk Student Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH103**

#### **Career Ladder Records**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH104**

#### **Child Care Development Fund Grant (Block Grant)**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH105**

#### **Drop Out Data**

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH106****Minimum Salary Supplement***Also Called:**Function:**Content:**Retention:* 5 years*Disposition:* Destroy*Note:**Approval Date:***SCH107****Patents as Teacher Project Records***Also Called:**Function:**Content:**Retention:* 5 years*Disposition:* Destroy*Note:**Approval Date:***SCH108****Missouri Preschool Project Grant***Also Called:**Function:**Content:**Retention:* 5 years*Disposition:* Destroy*Note:**Approval Date:***SCH109****Professional Development Committee Records***Also Called:**Function:**Content:**Retention:* 5 years*Disposition:* Destroy*Note:**Approval Date:***SCH110****Teacher Education Scholarships***Also Called:**Function:**Content:**Retention:* 5 years*Disposition:* Destroy*Note:**Approval Date:*

**SCH111****School Board Member Training Records***Also Called:**Function:**Content:**Retention:*

Duration of service

*Disposition:*

Destroy

*Note:**Approval Date:***SCH112****State Gifted Records***Also Called:**Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH113****State Grants***Also Called:*

Health; A+ Schools; Vocational Enhancement; etc.

*Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH114****Summer School Records***Also Called:**Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH115****Technology Plans***Also Called:**Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH116****Tuition Reimbursement***Also Called:**Function:**Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:*

## Student Activities

### SCH117

#### Year Books

*Also Called:*

*Function:*

*Content:*

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

*Approval Date:*

### SCH118

#### Student Policy Handbook

*Also Called:*

Board of Education Rules and Regulations

*Function:*

*Content:*

*Retention:*

Retain until superseded

*Disposition:*

*Note:*

*Approval Date:*

### SCH119

#### Scorebooks (Athletics)

*Also Called:*

*Function:*

*Content:*

*Retention:*

5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH120

#### Athletic Equipment Inventory

*Also Called:*

*Function:*

*Content:*

*Retention:*

Completion of audit + 5 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### SCH121

#### Athletic Agreements between Schools

*Also Called:*

*Function:*

*Content:*

*Retention:*

Expiration + 2 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH122****Athletic Officials' Contracts***Also Called:**Function:**Content:**Retention:*

Expiration + 2 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH123****Athletic Conference Reports***Also Called:**Function:**Content:**Retention:*

1 year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH124****Eligibility Certificates***Also Called:**Function:**Content:**Retention:*

1 year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH125****Events Schedules***Also Called:**Function:**Content:**Retention:*

1 year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH126****Scholarship Awards***Also Called:**Function:**Content:**Retention:*

1 year

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH127****Athletic Officials' Schedules and Expenses***Also Called:**Function:**Content:**Retention:*

Completion of Audit + 1 year

*Disposition:*

Destroy

*Note:**Approval Date:***SCH128****Physical Education Excuses***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH129****Alumni Lists***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH130****Career and Technical Student Organization Records***Also Called:*

Future Business Leaders of America; Family, Careers and Community Leaders of America; FFA; DECA; Skills USA; Student Council; etc.

*Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH131****School Club and Organization By-laws***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:*

## Student Records

### SCH132

#### Student Cumulative Record--Transcripts

*Also Called:*

*Function:*

*Content:*

Grades; birth record; gpa; class rank; college prep certificates; career certificates; standardized test scores

*Retention:*

Permanent

*Disposition:*

Archive

*Note:*

If elementary, middle or junior high school records have been transferred to the Senior High Record, then the transferring school's record is considered a non-record and may be destroyed

*Approval Date:*

August 25, 2009

### SCH133

#### Student Cumulative Record--Other

*Also Called:*

*Function:*

*Content:*

Any non-transcript material as defined in SCH132

*Retention:*

5 years after graduation or leaving school

*Disposition:*

Destroy

*Note:*

*Approval Date:*

August 25, 2009

### SCH134

#### Student Drop-Out Records

*Also Called:*

*Function:*

*Content:*

Administrative records of student dropping out of school, does not include the permanent transcript, see SCH132

*Retention:*

10 years after leaving school

*Disposition:*

Destroy

*Note:*

These are distinct from the student cumulative record and should be maintained as a separate file

*Approval Date:*

August 25, 2009

### SCH135

#### Student Transfer-in/Transfer-out Records

*Also Called:*

*Function:*

*Content:*

Administrative records of student moving into or out of the school district, does not include the permanent transcript, see SCH132

*Retention:*

10 years

*Disposition:*

Destroy

*Note:*

These are distinct from the student cumulative record and should be maintained as a separate file

*Approval Date:*

August 25, 2009

**SCH136****Application for Admission***Also Called:**Function:*

document application to enter general school district and career education

*Content:**Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH137****Nonresident Student Information***Also Called:**Function:**Content:*

attendance; address; tuition records

*Retention:*

5 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH138****Records of Serious Discipline Violations***Also Called:**Function:**Content:**Retention:*

Until student reaches age 23

*Disposition:*

Destroy

*Note:*

See RSMo 167.020 subsection 7 and 160.261 subsection 9

*Approval Date:***SCH139****Student Accident Insurance Information***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH140****New Student Orientation Schedules***Also Called:**Function:**Content:**Retention:*

Completion of Audit

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH141****School Publications Information***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH142****Class Meeting Minutes***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH143****Class Rosters***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH144****Current Class Schedule of District***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:***SCH145****Deficiency Report***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:*

**SCH146***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Graduation Records**

Commencement Records; End of Year Activity Arrangements

1 year

Destroy

**SCH147***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Graduation Records--A+ student records**

5 years after graduation, see note

Destroy

Student time spent as a member of the National Guard or Reserve is added to the 5 year retention

**SCH148***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Honor Roll Lists**

1 year

Destroy

**SCH149***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Awards**

1 year

Destroy

**SCH150***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Letter Grade Distribution by Class**

Destroy in Current Area

Destroy

**SCH151****Student Directory***Also Called:**Function:**Content:**Retention:*

Destroy in Current Area

*Disposition:*

Destroy

*Note:**Approval Date:*

## Transportation

### **SCH152**

#### **Agreement for Contracted Services**

*Also Called:*

Bus Contract

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH153**

#### **Annual Route Approval Report**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH154**

#### **Ridership Lists**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH155**

#### **Bus Driver Training**

*Also Called:*

*Function:*

*Content:*

*Retention:*

3 years

*Disposition:*

Destroy

*Note:*

*Approval Date:*

### **SCH156**

#### **Annual Bus Driver Certification**

*Also Called:*

Annual Physical Examination; Copy of Drivers' CDL

*Function:*

*Content:*

*Retention:*

1 year

*Disposition:*

Destroy

*Note:*

*Approval Date:*

**SCH157**

**Annual School Bus Inspection**

*Also Called:*

*Function:*

*Content:*

*Retention:*3 years

*Disposition:*Destroy

*Note:*

*Approval Date:*

**SCH158**

**School Bus Vehicle Title**

*Also Called:*

*Function:*

*Content:*

*Retention:*Retain until superseded

*Disposition:*Destroy

*Note:*

*Approval Date:*

## Career Education

### **SCH159**

#### **Reimbursement for salaries for Career Education Programs**

*Also Called:*

*Function:*

*Content:*

*Retention:* 5 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH160**

#### **Application for Authorization to Purchase Equipment/Supplies**

*Also Called:*

*Function:*

*Content:*

*Retention:* 5 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH161**

#### **Reimbursement Request for Approved Expenditures**

*Also Called:*

*Function:*

*Content:*

*Retention:* 5 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

### **SCH162**

#### **Federal Title IV Financial Aid--Administrative Files**

*Also Called:*

PELL grant student payment summary; Federal PELL grant payment voucher; IPS batch report; Recipient data exchange summary report

*Function:*

*Content:*

*Retention:* 5 years

*Disposition:* Destroy

*Note:*

*Approval Date:*

**SCH163***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Federal Title IV Financial Aid--Student Files**

SAR; ESAR; ISAR; Stafford Loan

Verification worksheet and documentation including 1040s, Social Security printouts, Family Services printouts, etc.; Acknowledgment of funds; Enrollment Agreement; Promissory note; Entrance interview acknowledgment; Exit interview acknowledgment; Financial aid transcript from other post-secondary schools (if other were attended); first year students who receive funds and leave before completing 60% of the program will have, in their file: Refund calculation worksheet; new perspectives intake form

5 years

Destroy

For students who receive funds but leave before 60% of the programs is completed--the 5 year clock begins after the second year or the 180 day follow-up

**SCH164***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Minutes of Career-Technical Education Committee**

2 years

Destroy

**SCH165***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Student Folders**

Testing and rating of students

Permanent

Archive

**SCH166***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Career-Technical Building Payment Certificates**

Permanent and update

Archive

**SCH167***Also Called:**Function:**Content:**Retention:**Disposition:**Note:**Approval Date:***Area Career Center Tuition Charges**

5 years

Destroy

**SCH168****Application for Reimbursement from Career-Technical Funds***Also Called:**Function:*

Reimbursement for salaries, travel and other allowable items

*Content:**Retention:*

3 years (subject to federal regulations)

*Disposition:*

Destroy

*Note:**Approval Date:***SCH169****Enrollment Report for Career-Technical Program***Also Called:**Function:**Content:**Retention:*

Destroy

*Note:**Approval Date:***SCH170****Grade Report Sheets--Career Center***Also Called:**Function:**Content:**Retention:*

2 years

*Disposition:*

Destroy

*Note:**Approval Date:***SCH171****Record of Curriculum***Also Called:**Function:**Content:**Retention:*

Retain until superseded

*Disposition:*

Destroy

*Note:**Approval Date:***SCH172****Technology Consortium Meetings***Also Called:**Function:**Content:**Retention:*

5 years

*Disposition:**Note:**Approval Date:*